**International Studies, English**

**Guidelines for Supervisors**

This short piece is intended, in combination with the rules of the curriculum, to provide a short outline of supervision procedures in relation to the International Studies, English program. IS, English draws supervisors and teachers very broadly from the department. The program enjoys that diversity, and encourages supervisors to use their specific training and research conventions for their student groups. However, the students have also been provided with certain outlines concerning conventions for this specific study program. These are outlined below.

* The 2012-13 academic year supervision norm is 10 hours per student.
* It is up to supervisors to budget supervision time as they see fit. IS, English has no set number of expected meetings, how many times a page or section of a project may be read, etc… That is to be arranged between students and supervisors.
* Projects may be constructed using either a problem formulation – traditional AAU style – or a thesis or argument. The program’s experience is that some students work better when their projects have arguments as opposed to problem formulations. That is explicitly allowed in IS, English, and supervisors are encouraged to consider it as a possibility if it feels appropriate for the project.
* IS, English does not have set varieties of section headings that must appear in projects (e.g., “methodology,” “analysis,” “discussion”). As with our own papers as researchers, sections of a project should be constructed to fit the project. More empirical projects may demand strict methodology and analysis sections. More conceptual or theoretical projects may demand a different construction or titling of various sections. The specific construction of the project is to be determined in relation to the project topic and the working procedures between students and their supervisor.
* IS, English students have been provided the following website to refer to regarding citation styles: <http://bcs.bedfordstmartins.com/resdoc5e/>. They may choose between the humanities, history or social science styles (MLA, Chicago footnotes or APA). There has been much emphasis placed on having students learn these internationally-recognized citation conventions. It is preferred they continue to use one of these three. It is up to students to decide which style they prefer – or agree with their supervisor which is best for the project.
* Quotations in projects should not be italicized or set off unless it concerns a block quote.
* Students should make plain presentations of their project with a basic, legible font (Times New Roman, Arial, Calibri, etc…). Page numbers should be placed in bottom center or right-hand side of the page, running headers are unnecessary and there should be even, regular line spacing and spacing between sections.
* Following the interpretation of (returned) group examination rules by the humanities faculty, *all students are responsible in written and oral form for the project as a whole*. It is thus unnecessary that students identify who is responsible for what writing. There are 30 minutes of exam time per student *including assessment*. The maximum exam time is two hours (i.e., five person groups do not get two and a half hours exams).
* All further information regarding courses, teaching and expectations related to projects are included in IS, English curricula:

first and third semesters, <http://fak.hum.aau.dk/fileadmin/FAK/studieordninger/ba_siseng.pdf>; fifth semester, <http://fak.hum.aau.dk/fileadmin/FAK/studieordninger/Tidligere/BA/ba_siseng09.pdf>.